

SECTION 11 ELECTRIC SERVICES

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SECTION 11 ELECTRIC SERVICES

11.1. TEMPORARY OVERHEAD SERVICE

- 11.1.1. Electric Department must be notified so they can go out and spot (determine location of) temporary service, call 728-9831 to make an appointment. Physical address must be obtained and presented by the customer at the time of spotting the service.
- 11.1.2. In order to receive temporary meter socket, the proper Electrical permit must be brought to the City Warehouse located at 2010 Griffin Road.
- 11.1.3. Customer must make application for a service work order at Customer Service at City Hall prior to wanting temporary meter installed. All proper fees must be paid at this time. Work Order must be received by the Electric Department a minimum of 24 hours before work can be scheduled.
- 11.1.4. Prior to installing temporary meter, meter socket installation must pass inspection. The procedure below must be followed in order for temporary meter to be installed:
- 11.1.5. If inspection is done by the City of Fruitland Park, City of Leesburg, Lake County, or Sumter County, the inspector or customer needs to call the Electric Department to notify them that the service passed inspection. A final inspection tag must be attached to the meter socket.
- 11.1.6. Attached is a sketch of the construction standards for an Overhead Temporary Construction Pole.
- 11.1.7. Customer may call to verify date when meter is scheduled to be installed. The number to call for this information is 728-9831.

11.2. TEMPORARY UNDERGROUND SERVICE

- 11.2.1. Electric Department must be notified so they can go out and spot (determine location of) temporary service, call 728-9831 to make an appointment. Physical address must be obtained and presented by the customer at the time of spotting the service.
- 11.2.2. In order to receive temporary meter socket, the proper Electrical permit must be brought to the City Warehouse located at 2010 Griffin Road.
- 11.2.3. Customer must make application for a service work order at Customer Service at City Hall prior to wanting temporary meter installed. All proper fees must be paid at this time. Work Order must be received by the Electric Department a minimum of 24 hours prior to wanting meter installed.
- 11.2.4. Prior to installing temporary meter, meter socket installation must pass inspection. The procedure below must be followed in order for temporary meter to be installed:
- 11.2.5. If inspection is done by the City of Fruitland Park, City of Leesburg, Lake County, or Sumter County, the inspector or customer needs to call the Electric Department to notify them that the service passed inspection. A final inspection tag must be attached to the meter socket.
- 11.2.6. All underground temporary poles will be installed as shown on the attached sketch. No hook up will be made to underground temporary poles with conduit or wire attached. Use only overhead temporary poles for underground temporary hook ups.

- 11.2.7. Customer may call to verify date when meter is scheduled to be installed. The number to call for this information is 728-9831.

11.3. CHANGE OF SERVICE

- 11.3.1. A change of service can be any of the following:
- 11.3.1.1. Changing service from overhead to underground.
 - 11.3.1.2. Changing size of service. Ex: 150 AMP to 200 AMP, Single Phase to Three Phase. Please Note: When changing from single phase to three phase service there may be additional charges by the Electric Department.
 - 11.3.1.3. Changing location of service on building.
 - 11.3.1.4. Anything else that changes the permanent service.
- 11.3.2. Customer must make application for a service work order at Customer Service at City Hall prior to wanting any work done on the change of service. All proper fees must be paid at this time. Work Order must be received by the Electric Department a minimum of 24 hours prior to wanting change of service work done.
- 11.3.3. The Electric Department must be notified of any change of service, call 728-9831. Physical address must be obtained and presented by the customer at the time of spotting the service.
- 11.3.4. If new meter socket is needed, the proper Electrical permit must be brought to the City Warehouse located on 2010 Griffin Road.
- 11.3.5. The Electric Department needs the following information for a change of service:
- 11.3.5.1. Size of Service
 - 11.3.5.2. Voltage needed if going from single phase to three phase service.
 - 11.3.5.3. What type of load is being added? Ex: central heat and air conditioning.
 - 11.3.5.4. Square footage on any building additions.
 - 11.3.5.5. New location of service. Please Note: The Electric Department must check proposed location of service and approve this location before change of service can be done.
- 11.3.6. If service is being changed from overhead to underground, customer must call the Electric Department at 728-9831 to request installation of underground service wire, after underground meter socket has been installed. Please call a minimum of 48 hours prior to wanting underground wire installed.
- 11.3.7. In order for change of service to be done properly, contractor or electrician must do the following:
- 11.3.7.1. Coordinate work with the Electric Department and the inspector's office.
 - 11.3.7.2. Perform necessary work after Electric Department has disconnected service.
 - 11.3.7.3. Install steel riser through eaves three (3) feet clearance above roof on overhead service exceeding the National Electrical Safety Code minimum heights for residential and commercial installations.
 - 11.3.7.4. Install current transformer cabinet for all services above 200 amps. Check with Electric Department for proper size cabinet.
 - 11.3.7.5. All permanent meter installations must have an outside main disconnect.
 - 11.3.7.6. All electric service meter installations must have a lightning arrestor installed in the outside main disconnect.

- 11.3.7.7. If multiple meter socket installation, meter sockets must be numbered or lettered permanently with stick on numbers, letters, oil bas paint, or engraved plastic riveted onto the metal.
- 11.3.7.8. Provide knockout on current transformer cabinets for Electric Department on underground services. This hole must favor the outside edge at the bottom of the cabinet to allow the underground riser to miss the foundation footer.
- 11.3.8. Aluminum wire conductors shall be prohibited within the City of Leesburg Service area for any use; such regulations shall apply to any existing building where wire is replaced, repaired, added to or in some way altered, and this prohibition shall be mandatory for new installations as well as existing structures, hereafter altered, built, constructed, erected, repaired in or moved into the service area of the City of Leesburg Electric.
- 11.3.9. Have all work checked and passed by the inspector before Electric Department can reconnect service.
- 11.3.10. If inspection is done by the City of Fruitland Park, City of Leesburg, Lake County, or Sumter County, the inspector or customer needs to call the Electric Department to notify them that the service passed inspection. A final inspection tag must be attached to the meter socket.
- 11.3.11. If service is changed from overhead to underground, a separate bill will be sent to the customer for the wire based on the size of the service and the footage used after the service is installed.
- 11.3.12. Customer may call to verify date when change of service is scheduled to be done. The number to call for this information is 728-9831.

11.4. OVERHEAD PERMANENT SERVICE

- 11.4.1. Electric Department must be notified so they can go out and spot (determine location of) permanent service, call 728-9831 to make appointment. Physical address must be obtained and presented by the customer at the time of spotting the service.
- 11.4.2. In order to receive meter socket, the proper Electrical permit must be brought to the City Warehouse located at 2010 Griffin Road.
- 11.4.3. Install rigid steel riser through eaves with three (3) feet clearance above roof on overhead service exceeding the National Electrical Safety Code minimum heights for residential and commercial installations.
- 11.4.4. Meter socket must be mounted approximately 4'-6' above the ground, at the location on the building determined by the Electric Department.
- 11.4.5. Install current transformer cabinet for all services above 200 amps. Check with Electric Department for proper cabinet size.
- 11.4.6. All permanent meter installations must have an outside main disconnect.
- 11.4.7. All electric service installations must have a lightning arrestor installed in the outside main disconnect.
- 11.4.8. Aluminum wire conductors shall be prohibited with the City of Leesburg Service area for any use; such regulations shall apply to any existing building where wire is replaced, repaired, added to or in some way altered, and this prohibition shall be mandatory for all new installations as well as existing structures, hereafter altered, built, constructed, erected, repaired in or moved into the service area of

- the City of Leesburg Electric.
- 11.4.9. If multiple meter socket installation, meter sockets must be numbered or lettered permanently with stick on numbers, letters, oil base paint, or engraved plastic riveted onto the metal.
 - 11.4.10. Customer must make application for a service work order at Customer Service at City Hall prior to wanting permanent meter installed. All proper fees must be paid at this time. Work Order must be received by the Electric Department a minimum of 24 hours prior to wanting meter installed.
 - 11.4.11. Prior to installing permanent meter, meter socket installation must pass final inspection. The procedure below must be followed in order for permanent meter to be installed:
 - 11.4.11.1. If inspection is done by the city of Fruitland Park, City of Leesburg, Lake County, or Sumter County, the inspector or customer needs to call the Electric Department to notify them that the service passed inspection. A final inspection tag must be attached to the meter socket.
 - 11.4.12. Customer may call to verify date when meter is scheduled to be installed. The number to call for information is 728-9831.

11.5. UNDERGROUND PERMANENT SERVICE

- 11.5.1. Electric Department must be notified so they can go out and spot (determine location of) permanent service, call 728-9831 to make appointment. Physical address must be obtained and presented by the customer at the time of spotting the service.
- 11.5.2. In order to receive meter socket, the proper Electrical permit must be brought to the City Warehouse located at 2010 Griffin Road.
- 11.5.3. Meter sockets must be mounted approximately, 4'-6' above the ground, at the location on the building determined by the Electric Department.
- 11.5.4. Customer must call the Electric Department at 728-9831 to request installation of underground service wire after permanent meter socket has been installed. Please call a minimum of 48 hours prior to wanting underground wire installed.
- 11.5.5. All permanent meter installations must have an outside main disconnect.
- 11.5.6. All electric service installations must have a lightning arrester installed in the outside main disconnect.
- 11.5.7. Aluminum wire conductors shall be prohibited with the City of Leesburg Service area for any use; such regulations shall apply to any existing building where wire is replaced, repaired, added to or in some way altered, and this prohibition shall be mandatory for all new installation as well as existing structures, hereafter altered, built, constructed, erected, repaired in or moved into the service area of the City of Leesburg Electric.
- 11.5.8. If multiple meter socket installation, meter sockets must be numbered or lettered permanently with stick on numbers, letters, oil base paint, or engraved plastic riveted onto the metal.
- 11.5.9. Customer must make application for a service work order at Customer Service at City Hall prior to wanting permanent meter installed. All proper fees must be paid at this time. Work Order must be received by the Electric Department a minimum of 24 hours prior to wanting meter installed.
- 11.5.10. Prior to installing permanent meter, meter socket installations must pass final inspection. The procedure below must be followed in

order for permanent meter to be installed:

- 11.5.10.1. If inspection is done by the City of Fruitland Park, City of Leesburg, Lake County, or Sumter County, the inspector or customer needs to call the Electric Department to notify them that the service passed inspection. A final inspection tag must be attached to the meter socket.
- 11.5.11. After installation of underground service wire, a separate bill will be sent to the customer for the wire based on the size of the service and the footage used.
- 11.5.12. Customer may call to verify date when meter is scheduled to be installed. The number to call for this information is 728-9831.

11.6. TEMPORARY AND PERMANENT ELECTRIC INSTALLATION CHARGES & RULES

- 11.6.1. All services must be spotted by the electric department, call 728-9831. Physical address must be obtained and presented by the customer at the time of spotting the service.
- 11.6.2. Application for service must be made at the customer service department at city hall. The following fees must be paid at the time of application:
 - 11.6.2.1. Temporary Service----- \$ 25.00
 - 11.6.2.2. Permanent Service Overhead or Underground---\$ 25.00
 - 11.6.2.3. Change of Service or Upgrade of Service ----- \$ 25.00
(Overhead to Underground, Increase in Size, Change of Location, etc.)
 - 11.6.2.4. Meter Installation for Permanent Single Phase Service \$ 15.00 per meter
 - 11.6.2.5. Meter Installation for Permanent Three Phase Service \$ 20.00 per meter
- 11.6.3. CONDITIONS TO BE MET FOR METER INSTALLATION:
 - 11.6.3.1. Inspection from City of Leesburg, Lake County, City of Fruitland Park, or Sumter County.
 - 11.6.3.2. If multiple meter socket installation, meter sockets must be numbered or lettered permanently with stick on numbers, letters, oil base paint or engraved plastic riveted onto the metal.
 - 11.6.3.3. Electric Department must receive service work order a minimum of 24 hours before work can be scheduled.
 - 11.6.3.4. All permanent meter installations must have outside main disconnect.
 - 11.6.3.5. All electric service installations must have a lightning arrester installed in the outside main disconnect.
 - 11.6.3.6. If service is underground, wire must be installed before meter is installed.
 - 11.6.3.7. The Electric Department is responsible for the installation of underground services.
 - 11.6.3.8. The permanent meter socket must be installed prior to installation or underground service wire.
 - 11.6.3.9. Please call the Electric Department at 728-9831 to make arrangements for installation of underground service wire. Please call a minimum of 48 hours prior to wanting the underground wire installed.
 - 11.6.3.10. Please call before sod is installed as the Electric Department will not be responsible for replacing sod.
 - 11.6.3.11. The above charges do not include the cost of the underground service wire. Customer will be billed for the

underground service wire after the wire has been installed. These charges include the cost of trenching, installation of wire, warning tape and pre-bent riser and backfilling of ditch. Charges for underground services will be determined by the electric department at the time of installation.

11.7. IMPORTANT REMINDERS

- 11.7.1. If you have an underground electric service and plan to do any digging, such as putting in fences, sprinkler systems, swimming pools, etc. please call for a location of your facilities. Please call a minimum of 24 hours prior to digging. Please call the Electric Department at 728-9831. There is no charge for this service. Customer will be billed for any repairs made to damaged underground electric facilities if work is done and customer fails to request line location.
- 11.7.2. If you have an overhead electric service and plan to do any tree trimming or tree removal, please call the Electric Department at 728-9831 so we can check our lines for clearance. Please call a minimum of 24 hours prior to having any work done. There is no charge for this service. Customer will be billed for any repairs made to damaged overhead electric facilities if work is done and customer fails to request clearance.
- 11.7.3. The City of Leesburg Electric Department supplies all meter sockets for our customers. However, it is the customer's responsibility to maintain the meter socket. If any repairs need to be done on the meter socket or the meter socket needs to be replaced the customer is responsible for having this done.
- 11.7.4. THERE IS A \$50.00 FINE FOR CUTTING METER SEALS. PLEASE CALL 728-9830 FOR ASSISTANCE.

11.8. PROCEDURE FOR CUTTING OR REMOVING METER SEALS

- 11.8.1. Seals may not be cut or removed by property owner, tenant or electrician or the meter pulled unless there is immediate danger to life or property.
- 11.8.2. All seals on electric meters, meter cans, sealing rings, or current transformer cabinets, will be cut by an authorized person from the City of Leesburg Electric Department. Ex: Meter man, Service Crew or Line Crew.
- 11.8.3. If a property owner, tenant, or electrician needs to have a seal cut to do electrical work, they need to notify the City of Leesburg Electric Department so they can send an authorized person to remove the seal.
- 11.8.4. If the City of Leesburg should find a seal cut or missing on an electric service that was not authorized by the City of Leesburg Electric Department the City shall proceed in the following manner.
 - 11.8.4.1. The City will treat it as a meter tampering under Florida Statue 812.14.
 - 11.8.4.2. The City will fill out a current diversion field investigation report.
 - 11.8.4.3. There will be a copy of the current diversion field investigation report sent to City of Leesburg Inspection Department if the location of the cut or missing seal is in Leesburg city limits.
 - 11.8.4.4. There will be a copy of the current diversion field

investigation report sent to City of Leesburg Collections Department.

11.8.4.5. There will be a copy of the current diversion field investigation report sent to Bobby Bruck, City of Leesburg Electric Department.

11.8.4.6. The original current diversion investigation report will be filed in the City of Leesburg Meter Department.

(Reserved)